

**NORTH HORSHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE PROPERTY COMMITTEE
HELD ONLINE ON 3rd DECEMBER 2020 AT 7.30PM**

Present: Councillors K. Burgess*, J. Davidson, R. Ginn, R. Knight, D. Mahon, R. Millington, D. Searle, A. Shine*, J. Smithurst and S. Torn.

* denotes absence

In attendance: Vivien Edwards - Deputy Clerk and one member of the public.

PR/099/20 PUBLIC FORUM

The treasurer of the Earles Meadow Conservation Group asked if was intended to retain the inner rope barrier around the Veteran Oak tree and what the future management plans were for the larger area that is to be fenced off around the tree.

PR/100/20 APOLOGIES FOR ABSENCE

Apologies were noted and accepted from Cllr K Burgess.
Cllr A Shine sent apologies retrospectively.

PR/101/20 DECLARATIONS OF INTEREST

There were no declarations of interest.

PR/102/20 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 17th September 2020 were AGREED as being a correct record and will be signed by the Chairman.

PR/103/20 CHAIRMAN'S ANNOUNCEMENTS - FOR NOTING ONLY

The Chairman reported that the majority of the urgent remedial work required to the Veteran Oak tree at Earles Meadow had been completed. Once it is finished, the support bracing will be inspected, and a report sent to the Parish Council recommending what further work is required to the support system.

A few weeks ago, the Parish Council were informed by Drainforce Rail that they had been instructed by Network Rail to do some urgent, essential maintenance on the culvert running adjacent to Earles Meadow and underneath the railway line. Unfortunately, the damage was more serious than anticipated and heavier machinery had to be brought in.

This has caused some deep ruts across the meadows and some damage in other places. Due to the poor weather the remaining part of the work has been postponed but will be completed as soon as possible. Drainforce Rail has been informed of all the damage and have said they will make good everything when they return to complete the work. This will be monitored.

The Committee noted the announcements.

PR/104/20 FINANCE

It was RESOLVED to note the Committee Budget to 31st October 2020.

PR/105/20 COMPLETED WORKS

(a) Roffey Millennium Hall

- (i) Lift serviced – no issues
- (ii) Partition serviced
- (iii) Partition repaired as agreed
- (iv) Annual check on roof (no issues) and cleaning of drains and gullies

(b) North Heath Hall

- (i) Partition serviced – no issues
- (ii) Fencing around lower garden repaired
- (iii) Guttering repaired and drains cleared

(c) Holbrook Tythe Barn

- (i) Large splits in planking on the front wall of the building made good.
- (ii) Downpipe replaced – play area side

(d) Play Areas/Open Spaces

- (i) Holbrook Tythe Barn:
 - Wet pour replaced to make good trip hazards
 - Spring replaced in Zip Wire

(e) Multi-courts

- (i) Regular maintenance visits

(f) Earles Meadow

- (i) Footbridge between Earles Meadow and Amberley Open Space repaired and chicken wire replaced
- (ii) Emergency work to Veteran Oak

It was RESOLVED to note the completed works.

PR/106/20 ON-GOING AND PLANNED WORKS

(a) Roffey Millennium Hall

- (i) Front door mechanism to be replaced
- (ii) Lock on defibrillator cabinet to be replaced

(b) Holbrook Tythe Barn

- (i) Guttering on front of Barn to be replaced

(c) Play Areas

- (i) Ongoing minor repairs at all play areas

(d) Multi-courts

- (i) Permanent white lining to be put down

(e) Tree Works

- (i) Interim tree management inspection to be undertaken as recommended in the Tree Assessment Report
- (ii) Ongoing work to Veteran Oak tree at Earles Meadow

It was RESOLVED to note all on-going and planned works.

PR/107/20 HOLBROOK TYTHE BARN

It was reported that there has been a deterioration in the condition of the rear wall of Holbrook Tythe Barn with an increasing number of splits and places where the wood has become rotten and needs to be dug out and replaced. The shutter covering the kitchen window is falling apart and needs to be removed. To prevent any further deterioration, it was agreed that the necessary remedial work be carried out. The Deputy Clerk will check when the exterior of the Barn was last treated.

It was RESOLVED to carry out the necessary remedial works to the exterior back wall of the Barn at a cost of £1,250.

PR/108/20 UPDATE ON THE MEASURES TAKEN AT PARISH COUNCIL OWNED PREMISES DUE TO CORONAVIRUS (COVID-19)

Since the last meeting, Risk Assessments and Terms and Conditions of Hire have been updated as appropriate. Some additional hand sanitisers have been purchased and some new information posters and advisory signs have been put up.

There were a limited number of hires at all three halls until the latest lockdown. During the lockdown period the pre-school and nursery continued to operate at North Heath Hall and there was one weekly support group meeting held at Holbrook Tythe Barn. The MUGAs were closed as was Roffey Millennium Hall.

All regular health and safety checks were carried out during lockdown e.g. legionella testing, fire alarm testing and emergency exit lighting.

From 2nd December 2020, all the halls opened again for limited hires in line with appropriate government guidelines for Tier 2. The MUGAs also reopened.

Councillors NOTED the update regarding measures put in place for Parish Council owned premises in order to minimise the risk of Coronavirus (COVID-19).

PR/109/20 PERMANENT BARRIER AROUND THE VETERAN OAK TREE AT EARLES MEADOW

Members were informed that the majority of the required safety work, as agreed, at the Extraordinary Parish Council meeting on 24th November had been carried out.

It had also been agreed that members of the Property Committee have an initial discussion regarding the type of fence to put around the tree as a safety measure as advised by the Senior Arboricultural Officer at Horsham District Council (HDC). The recommendation was to put in place fencing to extend to a distance of 21m from the trunk of the tree, east and west, and running along the side of the road to the south (which is 18.5m from the tree). The 'desire line' footpath running to the north of the tree should be fenced off as part of this.

Members discussed various types of fencing and quotes. The future management

of the fenced off area was also considered.

It was AGREED to recommend the following actions to the Parish Council for consideration:

- (i) The rope currently in place is to be removed**
- (ii) To fence off the area as recommended by the Senior Arboricultural Officer at HDC using 4 ft high Chestnut split fencing**
- (iii) To attach wire/meshing to the fence - height to be agreed**
- (iv) To put up warning signs on the fence**
- (v) Management of the fenced off area to be decided on. Options suggested were to keep as grass (if to be mowed, an alternative mowing method may need to be considered) or to plant wildflowers.**

PR/110/20 LIGHTS AROUND THE OVERSPILL CAR PARK AT HOLBROOK TYTHE BARN
It was AGREED to defer this item until the next meeting as we are still awaiting quotes.

PR/111/20 WINTER MAINTENANCE PLAN 2020/21
It was RESOLVED to adopt the Winter Maintenance Plan.

PR/112/20 EARLES MEADOW
It was AGREED to pass on thanks to all the volunteers involved for their hard work over the last year and to NOTE:

- (i) The Earles Meadow Conservation Group (EMCG) Action Plan for 2021**
- (ii) The Earles Meadow Residents Association (EMRA) Action Plan for 2021**

PR/113/20 DATE OF NEXT MEETING

To NOTE that the next meeting is scheduled to be held on Thursday 18th February 2021.

There being no other business, the Chairman closed the meeting at 8.10 pm

..... Chairman Date